

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Admin Technician \*(Part-Time) #50313327

**ANNOUNCEMENT NO.** 131-2015

**SALARY:** AS-608 / Minimum \$9.49 / Maximum \$19.96 hourly

**LOCATION:** LANG-GL, Gillis W. Long Center, Carville, Louisiana

**OPEN:** 20 October 2015

**CLOSE:** 3 November 2015

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

*\***Part Time Employment** is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed. .*

#### **A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must possess excellent clerical skills. Must be skilled in operating computer with proficient knowledge of Microsoft Office Programs (Word, Powerpoint, Excel, Access, Outlook, etc). Must possess excellent organizational skills. Must have the ability to work independently with general guidance to most objective and established deadlines.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

**3. CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

**4. POSITION DESCRIPTION:** Performs as Administrative Assistant to the Base Operations Supervisor. Performs clerical duties in support of the operations to include payroll preparation/time keeper for operations, logistics, force protection ensure codes are accurately entered in payroll forms then fax time to LMD-Human Resources. Maintain personnel time/attendance record in file and daily attendance logs. Answer telephones, direct incoming calls or record messages for future actions. Make sure the FRAGOs and OPORDS are updated and file in the proper binders. Make sure all activities are filed and put in the activity binder, follow-up with customers to set-up appointments or request additional coordinating instructions. Assist Facility Coordinator with maintaining operation files. Maintain training records of mandatory training. Responsible for supplies and requisitions when needed in the section. In absence of Installation Commander's Executive Assistant screen telephone calls and visitors. May refer calls to appropriate staff, and greets and direct visitors to appropriate offices. Required to work some weekends and all emergency operations. Must maintain and wear all safety related equipment if pertinent to job specific/and or report any violations or deficiencies. Inform the Safety Coordinator on any violations reported to me and follow-up to ensure it corrected. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Maintain and practice good environmental protection measures. Must inform supervisor of all telephone and address changes. Completion of SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually. Perform other duties as assigned.

**5. APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/join-us/state-technician-vacancies>** Application(s) must be submitted to the appropriate Human Resources Employee Assistance Officer:

Ms. Carol Hadley  
LMD-HR (Gillis W. Long Center), Carville, La.  
E-mail: [carol.m.hadley.nfg@mail.mil](mailto:carol.m.hadley.nfg@mail.mil)  
Office: (225) 319-4814  
Fax: (225) 319-4772